



# WASHOE COUNTY HEALTH DISTRICT

ADMINISTRATIVE HEALTH SERVICES DIVISION



**Public Health**  
Prevent. Promote. Protect.

CM/ACM JS  
Finance DN  
DA —  
Risk Mgt. —  
HR —  
Other —

## STAFF REPORT BOARD MEETING DATE: October 14, 2014

**DATE:** September 11, 2014

**TO:** Board of County Commissioners

**FROM:** Patsy Buxton, Fiscal Compliance Officer, 775-328-2418, [pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)

**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417, [aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)

**SUBJECT:** Approve amendments totaling an increase of \$32,241 in both revenue and expense to the FY15 Ryan White CARE Act Program – Outreach Services Federal Grant Program, IO 11201; and if approved direct the Comptroller's office to make the appropriate budget adjustments. (All Commission Districts)

### SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget adjustments.

The Washoe County Health District received a Subgrant Amendment #1 from the Division of Public and Behavioral Health for the subgrant period April 1, 2014 through March 31, 2015 in the total amount of \$35,487.50 in support of the Ryan White CARE Act Program – Outreach Services program. A copy of the face page of Subgrant Amendment #1 is attached.

**BCC Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

Approval of Amendment #1 also supports the District's Community & Clinical Health Services Division Sexual Health program's mission to provide comprehensive prevention education, treatment, and surveillance activities in Washoe County that reduce the incidence of STD infection including HIV. The Sexual Health Program emphasizes strategies that empower individuals to decrease risk-related behaviors, thereby decreasing the incidence of new STD and HIV infections in the community.

### PREVIOUS ACTION

There has been no previous action taken by the Board this fiscal year.

## **BACKGROUND**

The Nevada Division of Public and Behavioral Health awarded the Washoe County Health District \$35,487.50 for the budget period April 1, 2014 through March 31, 2015 to support the Ryan White CARE Act Program – Outreach Services.

Social Network Strategy (SNS) involves recruiting HIV positive and high risk negative persons to identify persons (Network Associates) from their social, sexual and drug using networks who may be at risk for infection. Recruiters provide their Network Associates with information on access to HIV testing services. Incentives for the recruiter and network associates are provided as an enabler to participate in the project. The SNS is a Center for Disease Control (CDC) supported, evidence-based intervention that has been proven to identify more people with HIV infection through social networks rather than focusing on recruiting an HIV positive individual's sex and needle sharing partners. This program pairs well with existing HIV prevention efforts, including Partner Services. The ultimate goal is to connect HIV positive individuals to care and decrease the transmission of HIV.

Funds will be used to support personnel and operating expenditures. Items include but are not limited to: client incentives (non-cash value gift cards such as Walmart, Starbucks, etc).

This grant was not projected in the FY15 Budget. The total award amount is \$35,487. A budget amendment in the amount of \$32,241 is necessary to bring the Notice of Subgrant Award into alignment with the program budget. A budget adjustment is not necessary for the indirect revenue.

## **FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 15 budget will be **increased by \$32,241** in the following accounts:

| <u>Account Number</u> |         | <u>Description</u>        | <u>Amount of Increase/(Decrease)</u> |
|-----------------------|---------|---------------------------|--------------------------------------|
| 2002-IO-11201         | -431100 | <b>Federal Revenue</b>    | <b>\$32,241</b>                      |
|                       |         | <b>Total Revenue</b>      | <b>\$32,241</b>                      |
| 2002-IO-11201         | -701412 | Salary Adjustment         | 22,095                               |
| 2002-IO-11201         | -705360 | Benefit Adjustment        | 9,320                                |
| 2002-IO-11201         | -710500 | Other Expense             | 540                                  |
| 2002-IO-11201         | -710502 | Printing                  | 286                                  |
|                       |         | <b>Total Expenditures</b> | <b>\$32,241</b>                      |

## **RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$32,241 in both revenue and expense to the FY15 Ryan White CARE Act Program – Outreach Services Federal Grant Program, IO 11201; and if approved direct the Comptroller's office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Move to approve amendments totaling an increase of \$32,241 in both revenue and expense to the FY15 Ryan White CARE Act Program – Outreach Services Federal Grant Program, IO 11201; and if approved direct the Comptroller's office to make the appropriate budget adjustments.



State of Nevada  
Department of Health and Human Services  
**Division of Public & Behavioral Health**

Original HD #: 14459-1  
Budget Account: 3215  
Category: 24  
GL: 8516  
Job Number: 9391714

## SUBGRANT AMENDMENT #1

|   |                    |  |                     |
|---|--------------------|--|---------------------|
| <b>Program Name:</b><br>Ryan White CARE Act Program<br>Bureau of Child, Family and Community Wellness<br>Division of Public & Behavioral Health     |                    | <b>Subgrantee Name:</b><br>Washoe County Health District (WCHD)<br>Outreach<br>Contact Person: Stacy Hardie 775-328-3752   |                     |
| <b>Address:</b><br>4150 Technology Way, Suite #106<br>Carson City, NV 89706-2009  |                    | <b>Address:</b><br>1664 North Virginia Street/MS 325<br>Reno, NV 89557   |                     |
| <b>Subgrant Period:</b><br>April 1, 2014 through March 31, 2015   |                    | <b>Amendment Effective Date:</b><br>Upon approval by all parties.  |                     |
| <b>This amendment reflects a change to:</b>   |                    |  |                     |
| <input type="checkbox"/> Scope of Work <input type="checkbox"/> Term <input checked="" type="checkbox"/> Budget                                     |                    |  |                     |
| <b>Reason for Amendment:</b> The purpose of this amendment is to increase the award amount by \$26,615.50 to award the remaining funds for FY 2014. |                    |  |                     |
| <b>Required Changes:</b>  |                    |  |                     |
| <b>Current Language:</b>  |                    | Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$8,872 during the subgrant period.     |                     |
| <b>Amended Language:</b>  |                    | Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed \$35,487.50 during the subgrant period. |                     |
| Budget Categories   | Current Budget     | Amended Adjustments  | Revised Budget      |
| 1. Personnel  | \$ 7,863.00        | \$ 23,587.50   | \$ 31,450.50        |
| 2. Travel   | \$ 0.00            | \$ 0.00  | \$ 0.00             |
| 3. Operating/Supplies   | \$ 63.00           | \$ 187.00  | \$ 250.00           |
| 4. Equipment  | \$ 0.00            | \$ 0.00  | \$ 0.00             |
| 5. Contractual/Consultant   | \$ 0.00            | \$ 0.00  | \$ 0.00             |
| 6. Training   | \$ 0.00            | \$ 0.00  | \$ 0.00             |
| 7. Other  | \$ 135.00          | \$ 405.00  | \$ 540.00           |
| 8. Administrative Cost  | \$ 811.00          | \$ 2,436.00  | \$ 3,247.00         |
| <b>Total</b>  | <b>\$ 8,872.00</b> | <b>\$ 26,615.50</b>  | <b>\$ 35,487.50</b> |
| <b>Incorporated Documents:</b>  |                    |  |                     |
| Exhibit A: Original subgrant Notice of Subgrant Award and all previous amendments; and  |                    |  |                     |
| Exhibit B: Amended Budget Detail (if applicable)  |                    |  |                     |

*By signing this Amendment, the Authorized Subgrantee Official or their designee, Program Manager, Bureau Chief, and Division of Public and Behavioral Health Administrator acknowledge the above as the new standard of practice for the above referenced Subgrant. Further, the undersigned understand this amendment does not alter, in any substantial way, the non-referenced contents of the Original Subgrant Award and all of its Attachments.*

|   |                                      |                 |
|---|--------------------------------------|-----------------|
| Kevin Dick<br>District Health Officer   | Signature<br><i>Charlene A. Abee</i> | Date<br>9/10/14 |
| Dan Olsen, MPH<br>Program Manager   |                                      |                 |
| Christine Mackie<br>Bureau Chief, CFCW  |                                      |                 |
| for Richard Whitley, MS<br>Administrator,<br>Division of Public & Behavioral Health |                                      |                 |